

ATTENDANCE RECORD

NAME _____
 POSITION TITLE _____

EMPLOYING OFFICE _____
 YEAR _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN																															
FEB																															
MAR																															
APR																															
MAY																															
JUN																															
JUL																															
AUG																															
SEP																															
OCT																															
NOV																															
DEC																															

ABBREVIATIONS

- A - ANNUAL LEAVE
- S - SICK LEAVE
- AW - AWOL
- T - TARDY
- O - OTHER LEAVE

INSTRUCTIONS

1. SHOW EACH ABSENCE BY WRITING APPROPRIATE ABBREVIATION IN CORRECT BLOCK.
2. FOR ALL ABSENCES OF LESS THAN 8 HOURS, SHOW AMOUNT OF TIME IN HOURS EXCEPT FOR TARDINESS, WHICH SHOULD BE SHOWN IN MINUTES (EXAMPLES: S-4; T-15).
3. REASON FOR SICK LEAVE SHOULD BE NOTED UNDER REMARKS ON REVERSE.
4. EACH AWOL SHOULD BE EXPLAINED UNDER REMARKS OR ON SEPARATE PAPER AND ATTACHED TO THIS RECORD.
5. WHEN OTHER LEAVE (O) IS USED, THE KIND OF LEAVE SHOWN ON THE TIME & ATTENDANCE CARD SHOULD BE NOTED UNDER REMARKS.
6. NOTE UNDER REMARKS WHEN EMPLOYEE IS COUNSELED, INSTRUCTED, OR DISCIPLINED REGARDING USE OF LEAVE.
7. WHEN EMPLOYEE IS FREQUENTLY TARDY OR FREQUENTLY "CALLS IN" REQUESTING LEAVE, NOTE REASONS FOR EACH INSTANCE IN REMARKS.

